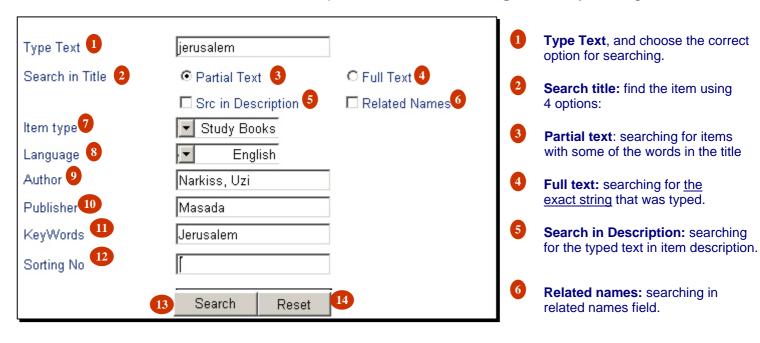
Library Internet Site Manual

MAIN SCREEN- SEARCH IN LIBRARY CATALOG	2
RECORDS FOUND	3
RECORD DETAILS	4
RESERVING BOOKS	4
READER'S DETAILS	
PREVIOUS LOANS	6
LIBRARY DETAILS	6
LINKS	6

Main Screen- Search in library Catalog

The main menu allows the user to enter parameters for **searching** the library catalog.



- Item type: choose from a table the Item Type, to refine search.
- 8 Language: choose from a table the Item Language, to refine search.
- **Author:** Enter the Author's name: type Last name, comma, and first name to get the most accurate results. You can also type just part of the name, last name or first name, and get a wider range of results.
- 10 Publisher: Enter the name of a publisher.
- **111 Keywords:** Enter keywords related to the item required.
- Sorting No.: Enter the Sorting number of the item, if known, to get only the item required.
- Search: After entering the search terms press the Search button to see the list of items matching your search query.
- Reset: Press the Reset button to start a new search.

After entering your search terms, press the Search button, to see results in the following table:

Records found

This screen enables viewing the results of the search query performed in the previous screen:

ems Found: 7 View All New Search						
<u>Details</u>	Title	Author	Years	Shelf No.	Marc	Request
<u>2021</u>	Between Washington and Jerusalem : a reporter's notebook		1985	<u>327.73</u> BLI	2021	Ф
<u>5311</u>	From Beirut to Jerusalem		1989	<u>956</u> FRI	<u>5311</u>	
<u>5407</u>	U.S. policy on Jerusalem		1987	946.94 FEI	5407	(
<u>5447</u>	Jerusalem : rebirth of a city		1985	<u>956.944</u> GIL	5447	Ф
<u>16756</u>	To Jerusalem and back : a personal account		1976	915.694 BEL	<u>16756</u>	(
<u>18150</u>	To rule Jerusalem		2000	<u>956.94</u> FRI	18150	Ф
<u>18449</u>	Jerusalem : a city and its future		2002	<u>956.94</u> JER	18449	
			1			

The list is presented in alphabetical order of the titles.

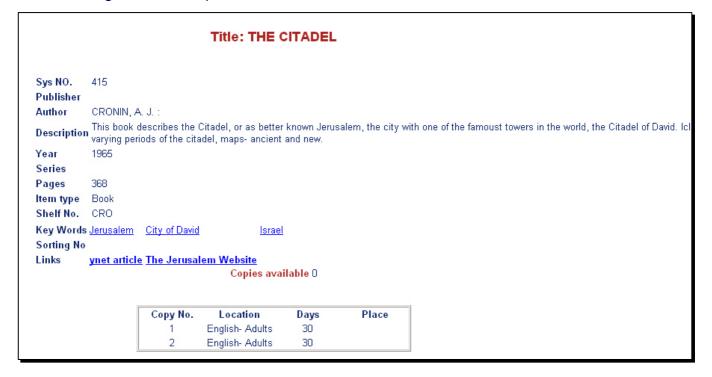
You can perform the following actions on this screen:

- 1. **Sorting**: you can sort the data by clicking the desired heading: clicking the heading: "Sys. No." will rearrange the list from the lower sorting number to the higher one. Clicking the heading "Author" will sort the list by author alphabetically, etc...
- 2. **Sys. No.**: clicking the item's system number will give the details of the required item. For details see: "Item's Details."
- 3. **Author**: Clicking the <u>author's name</u> will open a new screen displaying all titles written by the chosen author. For details see "List of Items per Author."
- 4. **Dewey**: clicking the Dewey number of an item will display all the items with the same Dewey number.
- 5. **Marc**: to view an item in Marc format, click the sys. No. under the marc title. For details, see: "Marc Format."
- 6. **Request**: to add an item to your list, click the on the "send" button to add these items to your "Ordered books" list. For details see: "ordered books."

Record Details

To view details for a specific item, click on the system number of an item from the search results list (under the title: "details"):

The following screen will open:



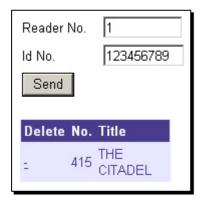
This displays some of the details of an item, as well as copies available in the library <u>at this particular time</u>, and location in the library.

Reserving books

Users can reserve books and have them waiting for them at the counter for a period of time. To reserve books complete your search query, and press the in the "request" column:

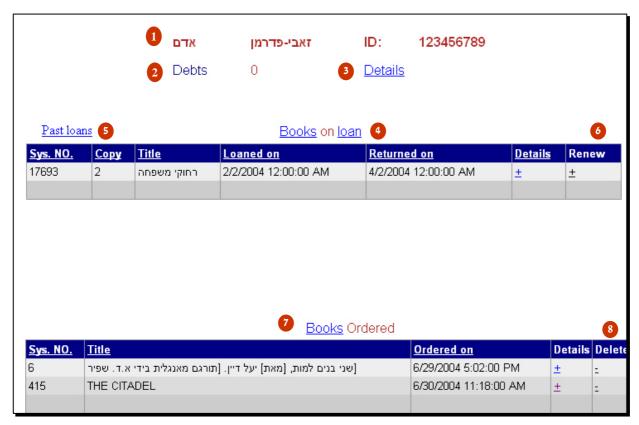
<u>Details</u>	<u>Title</u>	<u>Author</u>	<u>Years</u>	Shelf No.	Marc	Request
<u>2021</u>	Between Washington and Jerusalem : a reporter's notebook		1985	<u>327.73</u> BLI	<u>2021</u>	
<u>5311</u>	From Beirut to Jerusalem		1989	<u>956</u> FRI	<u>5311</u>	(
<u>5407</u>	U.S. policy on Jerusalem		1987	946.94 FEI	<u>5407</u>	

The following application will open:



Enter you reader's name and ID, and press "send." The items on the list will be added to your ordered items list, and a notification will be sent to you as soon as the book is available.

Reader's Details



- Displays of user's name and ID
- 8 Remove item from Reservasion

- Diplays current debts
- 3 Displays current debts and reader's payments
- 4 List of currently loaned books
- Past loans
- Renewal- to extend loaning to a certain item, press the + button under the renew column. Item will automatically postpone the due date.
- List of reserved books by reader

Previous loans

Pressing the button Past loans from the main reader's screen will display a list of the previous loans:

	History of loans						
<u>Sys</u> No.	Сору	<u>Book</u>	Loaned on	Returned on	<u>Details</u>		
1	1	חמורו של משיח	11/28/1999 12:00:00 AM	12/28/1999 12:00:00 AM	±		
57	1	חבורת נח-המח (5) וטבעת המזל	11/9/2003 12:00:00 AM	12/9/2003 12:00:00 AM	±		
176	1	בגרות בגיאוגרפיה	4/25/1999 12:00:00 AM	4/26/1999 12:00:00 AM	±		
277	2	- רוח הרפאים הנבחנית 19 צמרמורת	5/10/1999 12:00:00 AM	6/9/1999 12:00:00 AM	±		
420	1	נשף חברים	7/14/2003 12:00:00 AM	9/12/2003 12:00:00 AM	±		
817	2	עיין ערך: 'אהבה' : רומאן	7/2/2001 12:00:00 AM	8/1/2001 12:00:00 AM	±		
	1 <u>2 3 4 5 6 7 8 9 10</u>						

Library Details

In the toolbar, pressing the library → Details tab will open a screen displaying the following details:

Opening Hours				
Sunday - Thursday: 10 a.m 4 p.m. Friday: 9 a.m12 noon	Name	American Center		
	Address	19 Keren Hayesod Street		
Contact Us	City	Jerusalem		
Location: 19 Keren Hayesod Street Jerusalem	Zipcode	91008		
Mail:	Tel	02-6255755 ext. 330		
P.O.Box 920 Jerusalem, 91008	Tel2			
Phone: 02-625-5755 ext 330 or 331	Fax	02-6242560		
Fax: 02-624-2560	Librarians			
E-mail: ACJerusalem@state.gov	EMAIL	ACJerusalem@state.gov		

Links

Under the links tabs can be found diverse internet addresses.

